

SECRET

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Proposed Changes in Agency Leave Policies

Basic recommendations made in the Staff Study on the above subject, dated 23 June 1952, are approved subject to the condition that no new regulations be issued until the Finance Division, Comptroller's Office, has confirmed that an effective procedure for the handling of leave held in escrow has been developed. When such a procedure has been developed and is reduced to notice form, please submit appropriate regulatory revisions for signature.

WALTER REID WOLF
Deputy Director
(Administration)

1 Att - Staff Study, same subject

cc: Comptroller
General Counsel
AS/S

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Changes in Agency Leave Policies

1. Forwarded herewith is a staff study on several leave problems which have been created by the enactment of Public Law 233, 82nd Congress, the Annual and Sick Leave Act of 1951. Representatives of the offices concerned have participated with representatives of this office in analyzing these problems and developing the proposed solutions, and their concurrences are attached. You will note that certain offices indicated concurrence with minor reservations. Changes have been made in the study in line with these suggestions.

2. It is recommended that the recommendations contained in the attached study, including the revision of sections 14.2 b. and 14.3 c. of the Confidential Funds Regulations, be approved.

MATTHEW BAIRD
Acting Assistant Director
(Personnel)

Attachments:

1 - Staff Study

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